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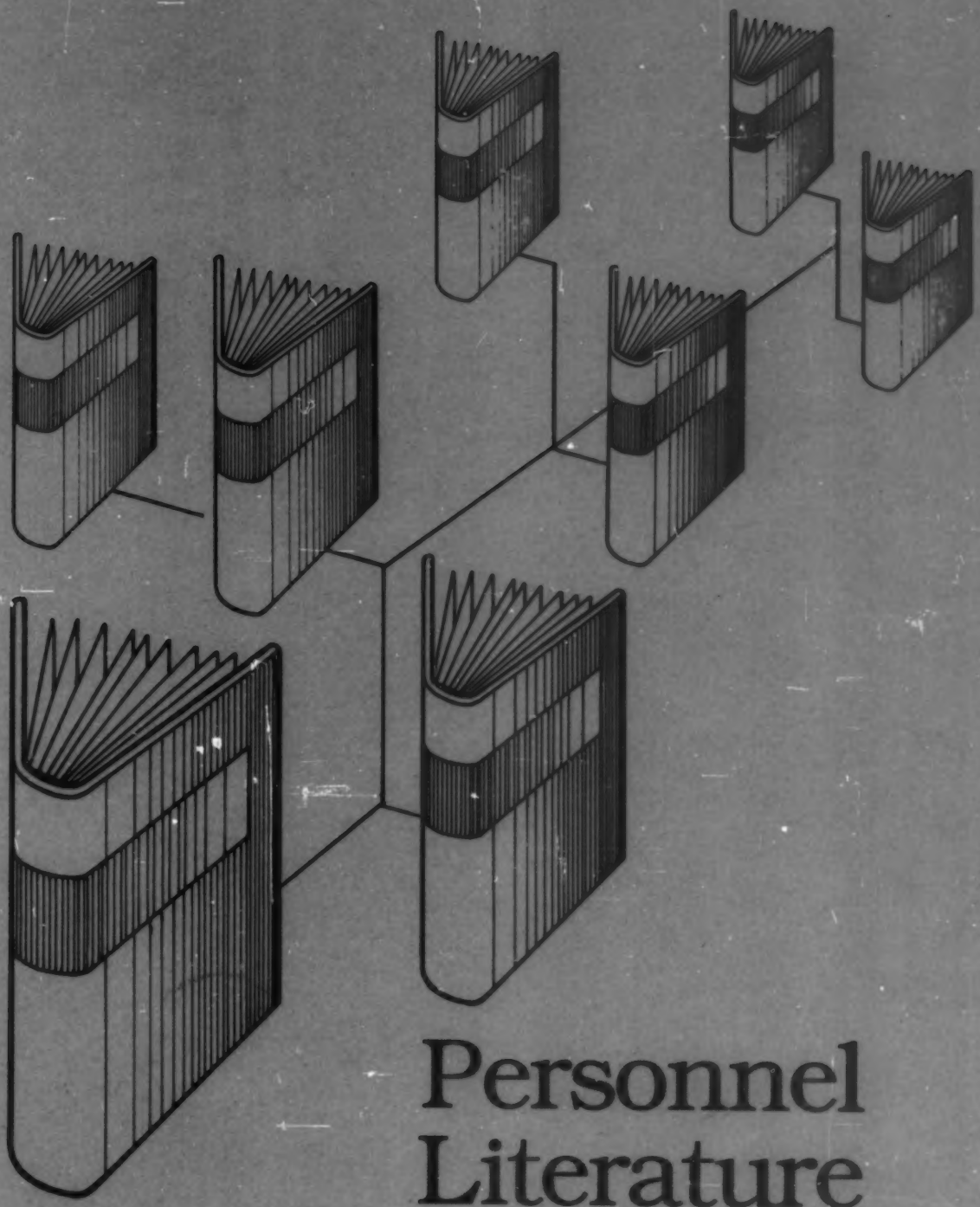

Personnel Literature

October 1988
Vol. 47, no. 10

TABLE OF CONTENTS

	Item No.
Absenteeism	1
Career Staffing	2-5
Change, Organizational	6-12
Civil Service, Federal	13-14
Civil Service, Foreign	15-16
College Graduates	17-19
Communication	20-28
Compensation	29-45
Consultants	46
Counseling	47-48
Discipline	49
Electronic Data Processing	50-52
Employee Conduct	53-54
Employee Health and Medical Care	55-61
Equal Opportunity in Employment	62-64
Ethics	65
Executives	66-68
Executives--Abilities and Characteristics	69-76
Executives--Compensation	77-78
Executives--Responsibilities	79
Grievances and Appeals	80-81
Health Personnel	82
Hours of Work	83-84
Insurance, Health	85-86
Internship	87
Invasion of Privacy	88
Job Analysis	89-91
Job Satisfaction	92
Labor Force	93-95
Labor-Management Relations	96-99
Leadership	100
Leave	101
Management	102-113
Motivation	114-115
Occupations and Occupational Choice	116-119
Older Worker	120-121
Organizational Behavior	122-124
Organizations	125-132
Orientation	133
Overseas Personnel	134-136
Participative Management	137-139
Performance Evaluation	140-146
Performance Management	147-149
Personnel Administration	150-152
Personnel Policies	153-158
Personnel Research	159-165
Political Activity	166-168
Position Classification	169
Productivity	170-171
Professional Employees	172
Promotion	173-174
Public Administration	175-185
Retirement	186-190
Safety	191
Tests	192-194
Thought and Thinking	195
Training	196-203
Women--Employment	204-206
Work Life	207-210

ABSENTEEISM

10-1

Rosse, Joseph G.

Relations among lateness, absence, and turnover: is there a progression of withdrawal? Human relations, 41:517-531, July 1988.

Descriptors: *Absenteeism--Research / *Tardiness--Research.

CAREER STAFFING

10-2

Fleisher, Gary M.

Temporaries: a sure bet in uncertain times. Office, 108:44+, August 1988.

Descriptors: *Temporary employees--Utilization / *Temporary employment.

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Horner, Constance.

New tests for entry-level hiring. Classifiers column (Classification and Compensation Society), 19:8-9, July 1988.

Excerpts from a speech given at a conference on Career Entry Recruitment held on June 23, 1988.

Constance Horner is Director, U.S. Office of Personnel Management.

Descriptors: *Career staffing / *Selection / *Tests / *College graduates--Selection / Federal government.

10-4

Temporary help firms are doing their jobs. Office, 108:39-40+, August 1988.

Descriptors: *Temporary employment--Statistics / Surveys.

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U.S. Merit Systems Protection Board.

Attracting quality graduates to the Federal government: a view of college recruiting. Report to the President and the Congress of the United States. Washington, 1988. 36 p.

Descriptors: *Recruitment--Methods / *College graduates--Recruitment / Federal government.

CHANGE, ORGANIZATIONAL

10-6

Boschken, Herman L.

Turbulent transition and organizational change: relating policy outcomes to strategic administrative capacities. Policy studies review, 7:477-499, Spring 1988.

Descriptors: *Change, Organizational--Research.

10-7

Duclos, Gerard.

The management of change: theory and practice. Optimum (Canada), 19:26-35, no. 1 1988/89.

Descriptors: *Change, Organizational--Theory.

CHANGE, ORGANIZATIONAL (Cont'd)

10-8

Hamilton, Esther E.

The facilitation of organizational change: an empirical study of factors predicting change agents' effectiveness. Journal of applied behavioral science, 24:37-59, no. 1 1988.

Descriptors: *Change, Organizational--Research / *Change agents--Research.

10-9

Kuhlmann, Torsten M.

Adapting to technical change in the workplace. Personnel, 65:67-69, August 1988.

Descriptors: *Technological change.

10-10

Kupfer, Andrew.

Managing now for the 1990s. Fortune, 118:44-47, September 26, 1988.

Descriptors: *Workforce planning / *Futures (of society).

10-11

Main, Jeremy.

The winning organization. Fortune, 118:50-52+, September 26, 1988.

Descriptors: *Change, Organizational / *Technological change.

10-12

Phillips, Ronald C.

Managing differences before they destroy your business. Training & development journal, 42:66-71, September 1988.

Descriptors: *Change, Organizational / *Conflict resolution / *Conflict, Organizational.

CIVIL SERVICE, FEDERAL

10-13

Hartenstein, Annette.

Federal work force demands future of strong leadership. Federal times, 24:9, August 29, 1988.

Descriptors: *Federal employees--Workforce planning / *Workforce planning / Federal government.

10-14

Horner, Constance M.

Wanted: character in our civil service. PA times, 11:2, September 2, 1988.

Constance Horner is Director, U.S. Office of Personnel Management.

Descriptors: *Civil service / *Government service as a career / Federal government.

CIVIL SERVICE, FOREIGN

10-15

Bodiguel, Jean-Luc and Luc Rouban.
Civil service policies since 1981: crisis in the administrative model or inertia in policies? International review of administrative sciences, 54:179-199, June 1988.
Descriptors: *France--Civil service.

10-16

Bureaucrats go commerical: introducing Her Majesty's ex cutive agencies.
Economist, 308:14-15, July 30, 1988.
Descriptors: *Great Britain--Civil service / *Civil service--Administration / *Civil service reform.

COLLEGE GRADUATES

10-17

Braddock, Douglas J. and Daniel E. Hecker.
The class of '84 one year after graduation. Occupational outlook quarterly, 32:16-44, Summer 1988.
Descriptors: *College graduates--Employment.

10-18

Gartaganis, Arthur.
Trends in bachelor's and higher degrees. Occupational outlook quarterly, 32:9-15, Summer 1988.
Descriptors: *Bachelor of arts degree--Statistics.

10-19

Sargent, Jon.
A greatly improved outlook for college graduates: a 1988 update to the year 2000. Occupational outlook quarterly, 32:2-8, Summer 1988.
Descriptors: *College graduates--Employment.

COMMUNICATION

10-20

Anderson, Douglas R.
Human asset accounting--a lost art in supervisory communications? Supervision, 49:12-13+, September 1988.
Descriptors: *Communication in management / *Supervision.

10-21

Boyd, Daniel R., Stephen D. Lewis and Grady L. Butler.
Getting your message across. Management world, 17:7-10, July-August 1988.
Descriptors: *Communication / *Writing.

10-22

Dooley, Thomas W.
There's much in a name--and a title. Supervision, 49:6-8, September 1988.
Descriptors: *Communication in personnel management.

COMMUNICATION (Cont'd)

10-23
Ensman, Richard G., Jr.
Putting your pen to the paper. Management world, 17:10-13, July-August 1988.
Descriptors: *Writing.

10-24
Kiechel, Walter, III.
How to lead a meeting. Fortune, 118:97-98, August 29, 1988.
Descriptors: *Meetings--Administration / *Communication techniques.

10-25
Lengel, Robert H. and Richard L. Daft.
The selection of communication media as an executive skill. Academy of Management executive, 2:225-232, August 1988.
Descriptors: *Communication / *Executives--Abilities.

10 26
Raudsepp, Eugene.
Selling ideas at work. Supervision, 49:9-11, September 1988.
Descriptors: *Innovation.

10-27
Trimby, Madeline J.
"What do you really mean?" Management world, 17:12-13, July-August 1988.
Descriptors: *Nonverbal communication.

10-28
Wilkinson, Roderick.
Do you speak obscuranta? Supervision, 49:3-5, September 1988.
Descriptors: *Communication in management.

COMPENSATION

10-29
Balkin, David B.
Compensation strategy for firms in emerging and rapidly growing industries. Human resource planning, 11:207-214, no. 3 1988.
Descriptors: *Compensation administration.

10-30
Carroll, Stephen J.
Handling the need for consistency and the need for contingency in the management of compensation. Human resource planning, 11:191-196, no. 3 1988.
Descriptors: *Compensation administration.

10-31
Coleman, Wayne A.
Night pay. Classifiers column (Classification and Compensation Society), 19:6, August 1988.
Descriptors: *Shift differentials / *Pay rates / *Night work / Federal government.

10-32
Fried, N. Elizabeth.
Determining secretarial pay. Secretary, 48:12-13, August-September 1988.
Descriptors: *Secretaries--Pay.

10-33
Gomez-Mejia, Luis R. and Theresa M. Welbourne.
Compensation strategy: an overview and future steps. Human resource planning, 11:173-190, no. 3 1988.
Descriptors: *Compensation administration--Research / Literature reviews.

10-34
Jacoby, Sanford M. and Daniel J. B. Mitchell.
Measurement of compensation: union and nonunion. Industrial relations, 27:215-231, Spring 1988.
Descriptors: *Compensation--Comparative studies / *Unions.

10-35
Kellam, Susan.
GAO to test pay-for-performance plan on 3,000 workers. Federal times, 24:7+, September 19, 1988.
Descriptors: *Performance-based pay / *U.S. General Accounting Office--Rules and practice / Federal government.

10-36
Kiefer, David and Peter Philips.
Doubts regarding the human capital theory of racial inequality. Industrial relations, 27:251-262, Spring 1988.
Descriptors: *Pay research / *Discrimination--Research / *Pay rates--Research.

10-37
Lerner, Mark.
Measuring pay costs in your organization against pay in other organizations. Personnel, 65:70-73, August 1988.
Descriptors: *Pay surveys.

10-38
Muczyk, Jan P.
The strategic role of compensation. Human resource planning, 11:225- 40, no. 3 1988.
Descriptors: *Performance-based pay--Research / Literature reviews.

10-39
Mulligan, John J., Jr.
Defined-contribution plans continue the trend toward unbundling. Pension world, 24:39-41, August 1988.
Descriptors: *Fringe benefit administration / *Fringe benefits--Costs.

10-40
Neumark, David.
Employers' discriminatory behavior and the estimation of wage discrimination. Journal of human resources, 23:279-295, Summer 1988.
Descriptors: *Pay research / *Pay rates--Research.

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Newman, Jerry M.
Compensation strategy in declining industries. Human resource planning, 11:197-206, no. 3 1988.
Descriptors: *Compensation administration.

10-42
Ross, Timothy L. and Ruth Ann Ross.
Understanding gainsharing. Classifiers column (Classification and Compensation Society), 19:1-3, July 1988.
Descriptors: *Bonus system / *Productivity improvement.

10-43
Speck, Raymond W., Jr.
Compensation management in practice: adapting severance pay practices to today's realities. Compensation and benefits review, 20:14-18, July-August 1988.
Descriptors: *Compensation administration / *Pay administration.

10-44
Tanner, Lucretia D.
Merit pay--Federal and private. Classifiers column (Classification and Compensation Society), 19:7, August 1988.
Descriptors: *Performance-based pay--Comparative studies / Federal government.

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U.S. General Accounting Office.
Federal personnel: observations on the Navy's Personnel Management Demonstration Project. Report to the chairman, Subcommittee on Federal Services, Post Office, and Civil Service, Committee on Governmental Affairs. Washington, 1988. 33 p. (B-203022) (GAO/GGD-88-79)
Descriptors: *Performance-based pay--Administration--Evaluation / *U.S. Department of the Navy / Federal government.

CONSULTANTS

10-46

Kress, Guenther G. and J. Fred Springer.

Success and failure in public sector consulting: the consuming slide. American review of public administration, 18:149-163, June 1988.

Descriptors: *Government consultants--Case studies / *Management consultants --Case studies.

COUNSELING

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Hirsch, Marcie Schorr and Nancy Tobin.

Career centers as women's centers. Journal of the National Association for Women Deans, Administrators, and Counselors, 51:45-52, Summer 1988.

Descriptors: *Career counseling / *Women--Counseling.

10-48

Mellow, Gail O.

Women's centers and women administrators: breaking the glass slipper together. Journal of the National Association for Women Deans, Administrators, and Counselors, 51:53-58, Summer 1988.

Descriptors: *Women--Counseling.

DISCIPLINE

10-49

Tavernier, Mark R. and Brian H. Kleiner.

A different way to discipline. Management world, 17:24-25, July-August 1988.

Descriptors: *Discipline.

ELECTRONIC DATA PROCESSING

10-50

Jarvis, Pamela.

Artificial intelligence: it's time to get ready. Office, 108:15+, August 1988.

Descriptors: *Artificial intelligence / *Computer programs.

10-51

Latocha, Walter.

Electronic mail: slow start but moving now. Office, 108:56, August 1988.

Descriptors: *Mail management.

10-52

Mortensen, Erik.

Personal computers: tools par excellence. Office, 108:12+, August 1988.

Descriptors: *Computers / *Microcomputers.

EMPLOYEE CONDUCT

10-53

Buzawa, Dorothy J.

Working with difficult people. Management world, 17:17-19, July-August 1988.

Descriptors: *Problem employees / *Human relations.

EMPLOYEE CONDUCT (Cont'd)

10-54
Mathews, M. Cash.
How society whitewashes corporate crime. Business and society review, p. 48-50, Spring 1988.
Descriptors: *White collar crimes.

EMPLOYEE HEALTH AND MEDICAL CARE

10-55
Ashford, Susan J.
Individual strategies for coping with stress during organizational transitions. Journal of applied behavioral science, 24:19-36, no. 1 1988.
Descriptors: *Stress, Psychological--Research / *Change, Organizational--Research.

10-56
Chernow, Robert A.
Lessons learned in the battle to control health-care costs. Pension world, 24:37-38, August 1988.
Descriptors: *Medical care--Costs.

10-57
Harriston, Lisa.
Program combats AIDS fears. Federal times, 24:13, August 15, 1988.
Descriptors: *AIDS (Disease).

10-58
Hock, Roger R.
Professional burnout among public school teachers. Public personnel management, 17:167-189, Summer 1988.
Descriptors: *Burn out (Psychology)--Research / *Teachers--Characteristics.

10-59
Kirkpatrick, David.
How safe are video terminals? Fortune, 118:66-67+, August 29, 1988.
Descriptors: *Health, Employee / *Electronic data processing personnel.

10-60
Oman, Paul W.
College survey: are VDT operator complaints real? Office, 108:61-62, August 1988.
Descriptors: *Health, Employee / *Office equipment / *Office workers.

10-61
U.S. President, 1981- (Ronald Reagan).
Memorandums on the Federal Human Immunodeficiency Virus Epidemic Action Plan, August 5, 1988. Weekly compilation of Presidential documents, 24:1005-1006, August 8, 1988.
Descriptors: *AIDS (Disease) / *Discrimination / Federal government.

EQUAL OPPORTUNITY IN EMPLOYMENT

10-62

Croall, David T.

Affirmative action in the late 1980s. Labor law journal, 39:519-524, August 1988.

Descriptors: *Affirmative action--Cases.

10-63

Redeker, James R. and Jonathan A. Segal.

The legal ramifications of AIDS discrimination. Business and society review, p. 18-24, Spring 1988.

Descriptors: *Discrimination--Law and legislation / *AIDS (Disease).

10-64

Schotter, Andrew and Keith Weigelt.

The benefits of equal opportunity. Business and society review, p. 45-47, Spring 1988.

Descriptors: *Equal opportunity in employment.

ETHICS

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U S. General Accounting Office.

Ethics enforcement: results of conflict of interest investigations. Report to congressional requesters. Washington, 1988. 18 p. (B-225267) (GAO/GGD-88-34)

Descriptors: *Ethics--Law and legislation / *Conflict of interest--Law and legislation / Federal government.

EXECUTIVES

10-66

Byrne, John A., Wendy Zellner and Scott Ticer.

Caught in the middle: six managers speak out on corporate life. Business week, p. 80-85+, September 12, 1988.

Descriptors: *Middle managers--Attitudes / *Middle managers--Attitudes toward.

10-67

Shockley-Zalabak, Pamela, Constance Courtney Staley and Donald Dean Morley.

The female professional: perceived communication proficiencies as predictors of organizational advancement. Human relations, 41:553-567, July 1988.

Descriptors *Women executives--Characteristics / *Success in employment--Research / *Performance evaluation--Research.

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U.S. General Accounting Office.

Senior executive service: implementation of the Navy's program to rotate career SES members. Report to the honorable Ted Stevens, U.S. Senate. Washington, 1987. 36 p. (B-225050) (GAO/GGD-88-4).

Descriptors: *Senior executive service / *U.S. Department of the Navy / *Rotation--Evaluation / Federal government.

EXECUTIVES--ABILITIES AND CHARACTERISTICS

10-69
Das, G. S. and Chester C. Cotton.
Power-balancing styles of Indian managers. Human relations, 41:533-551, July 1988.
Descriptors: *Executives--Characteristics / *Executives--Attitudes / *Power (Social sciences).

10-70
Dreyfuss, Joel.
Catching the computer wave. Fortune, 118:78-79+, September 26, 1988.
Descriptors: *Executives--Abilities / *Technological change / *Technology--Economic aspects.

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Feinstein, Andrew A.
These truths are not self-evident. Government executive, 20:55-56, August 1988.
Descriptors: *Executives--Attitudes / Federal government.

10-72
Feuer, Dale.
How women manage. Training, 25:23-28+, August 1988.
Descriptors: *Women executives--Characteristics.

10-73
Hackett, Michael.
Breaking some bad management habits. Management solutions, 33:7-14, September 1988.
Descriptors: *Executives--Characteristics / *Executives--Evaluation.

10-74
Plaisted, Joan.
Getting to the top: is it lonely up there? State (U.S. Department of State newsletter), p. 20-21, August-September 1988.
Descriptors: *Women foreign service officers--Statistics / *Women executives--Characteristics.

10-75
Sondak, Arthur.
The path to managerial self-destruction. Management solutions, 33:12-13, September 1988.
Descriptors: *Executives--Characteristics.

10-76
Williams, Monci Jo.
Women beat the corporate game. Fortune, 118:128-139, September 12, 1988.
Descriptors: *Women executives--Characteristics.

EXECUTIVES--COMPENSATION

10-77

Brooks, Brian J.

Long-term incentives: international executives need them, too. Personnel, 65:40-42, August 1988.

Descriptors: *Overseas executives--Pay / *Executive compensation / *Performance-based pay / *Financial incentives.

10-78

Thakur, Manab N., Paul DuMont and Herff Moore.

Achieving managerial pay equity: a dilemma of resources allocation. Compensation and benefits review, 20:29-39, July-August 1988.

Descriptors: *Executive compensation / *Pay rates.

EXECUTIVES--RESPONSIBILITIES

10-79

Ciancutti, Arthur R.

There's no need for excuses. Management world, 17:23+, July-August 1988.

Descriptors: *Executives--Responsibilities.

GRIEVANCES AND APPEALS

10-80

Bogdanow, Michael.

The Merit Systems Protection Board at ten. Federal Bar news & journal (Federal Bar Association), 35:271-273, July-August 1988.

Descriptors: *U.S. Merit Systems Protection Board--History / *U.S. Merit Systems Protection Board--Rules and practice / *Appeals--Decisions / Federal government.

10-81

Mahoney, Paul D.

Managing cases in a nationwide judicial agency. Federal Bar news & journal (Federal Bar Association), 35:267-270, July-August 1988.

Descriptors: *U.S. Merit Systems Protection Board--Rules and practice / *Information systems--Case studies / *Appeals--Procedures / *Information systems--Automation / Federal government.

HEALTH PERSONNEL

10-82

Brown, Douglas M.

Do physicians underutilize aides? Journal of human resources, 23:342-355, Summer 1988.

Descriptors: *Health personnel--Utilization--Research.

HOURS OF WORK

10-83

Cregar, Michael.

Flextime continues to edge upward. Management world, 17:14-15, July-August 1988.

Descriptors: *Flexible working hours / Surveys.

HOURS OF WORK (Cont'd)

10-84

Simonetti, Jack L., Nick Nykodym and Louella M. Sell.
Temporary employees: a permanent boom? Personnel, 65:50-56, August 1988.
Descriptors: *Temporary employees--Utilization / *Temporary employees--Characteristics.

INSURANCE, HEALTH

10-85

Reuter, Charles D.
Funding long-term disability benefits: an innovative approach. Compensation and benefits review, 20:52-60, July-August 1988.
Descriptors: *Insurance, Disability.

10-86

Van Remortel, Fred.
Retiree health-benefit liability reaches the crisis point. Pension world, 24:47-48, August 1988.
Descriptors: *Retirees--Insurance.

INTERNSHIP

10-87

Harriston, Lisa.
Presidential intern program expands. Federal times, 24:17, September 19, 1988.
Descriptors: *Presidential Management Intern Program / Federal government.

INVASION OF PRIVACY

10-88

Lips, J. Alan and Michael C. Lueder.
An employer's right to test for substance abuse, infectious diseases, and truthfulness versus an employee's right to privacy. Labor law journal, 39:528-534, August 1988.
Descriptors: *Invasion of privacy--Cases / *Drug abusers--Personnel policies--Cases.

JOB ANALYSIS

10-89

Campion, Michael A.
Interdisciplinary approaches to job design: a constructive replication with extensions. Journal of applied psychology, 73:467-481, August 1988.
Descriptors: *Job analysis--Research / *Job design--Research.

10-90

Harvey, Robert J. and Susana R. Lozada-Larsen.
Influence of amount of job descriptive information on job analysis rating accuracy. Journal of applied psychology, 73:457-461, August 1988.
Descriptors: *Job analysis--Research / *Job descriptions--Research.

JOB ANALYSIS (Cont'd)

10-91

Kulik, Carol T., Greg R. Oldham and Paul H. Langner.
Measurement of job characteristics: comparison of the original and the revised Job Diagnostic Survey. Journal of applied psychology, 73:462-466, August 1988.
Descriptors: *Job analysis--Research / *Job factors--Research.

JOB SATISFACTION

10-92

Geber, Beverly.
Do people like their jobs? Training, 25:68, August 1988.
Descriptors: *Job satisfaction research.

LABOR FORCE

10-93

Bernstein, Aaron.
Where the jobs are is where the skills aren't. Business week, p. 104-105+, September 19, 1988.
Descriptors: *Labor supply / *Workforce planning.

10-94

Ehrlich, Elizabeth and Susan B. Garland.
For American business, a new world of workers. Business week, p. 112-114+, September 19, 1988.
Descriptors: *Labor supply--Statistics / *Women--Employment--Statistics / *Mothers--Employment--Statistics.

10-95

Nussbaum, Bruce.
Needed: human capital. Business week, p. 100-103, September 19, 1988.
Descriptors: *Labor supply.

LABOR-MANAGEMENT RELATIONS

10-96

Carnevale, Peter J. D. and Donald E. Conlon.
Time pressure and strategic choice in mediation. Organizational behavior and human decision processes, 42:111-133, August 1988.
Descriptors: *Mediation and conciliation--Research.

10-97

Giebel, Gregory.
Recent developments in Federal/Postal Service: collective bargaining 1987. Labor law journal, 39:508-513, August 1988.
Descriptors: *Labor-management relations--Cases / *Collective bargaining--Cases / U.S. Postal Service / Federal government.

LABOR-MANAGEMENT RELATIONS (Cont'd)

10-98

Sandron, Ira.

Ten years of Federal service labor-management relations under the Civil Service Reform Act. Federal Bar news & journal (Federal Bar Association), 35:286-289, July-August 1988.

Descriptors: *Labor-management relations--Law and legislation / *Labor-management relations--History / Federal government.

10-99

Strauss, George.

Australian labor relations through American eyes. Industrial relations, 27:131-148, Spring 1988.

Descriptors: *Labor-management relations--Comparative studies / *Australia.

LEADERSHIP

10-100

Bruns, Gilbert H. and I. Gayle Shuman.

Police managers' perception of organizational leadership styles. Public personnel management, 17:145-157, Summer 1988.

Descriptors: *Leadership style--Research / *Law enforcement personnel--Research.

LEAVE

10-101

Green, Francis and Michal J. Potepan.

Vacation time and unionism in the U.S. and Europe. Industrial relations, 27:180-194, Spring 1988.

Descriptors: *Leave--Comparative studies / *Unions / *Europe.

MANAGEMENT

10-102

Berry, Waldron.

Making a contribution to meetings. Management solutions, 33:20-24, September 1988.

Descriptors: *Meetings.

10-103

Blume, Eric R.

Customer service: giving companies the competitive edge. Training & development journal, 42:24-28+, September 1988.

Descriptors: *Management methods / *Service industries.

10-104

Drucker, Peter F.

Management and the world's work. Harvard business review, 66:65-76, September-October 1988.

Descriptors: *Management methods / *Executive effectiveness.

10-105
Dye, Kenneth M.
Trends in financial information for accountability. Optimum (Canada), 19:7-16, no. 1 1988/89.
Descriptors: *Management accountability / *Financial management / Canada.

10-106
Gaugler, Eduard.
HR management: an international comparison. Personnel, 65:24-30, August 1988.
Descriptors: *Management methods--Comparative studies.

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Industrial crisis management: learning from organizational failures. Journal of management studies (Gt. Brit.), 25:285-303+, July 1988.
Partial contents: Understanding industrial crises, by Paul Shrivastava and others; Challenger: fine-tuning the odds until something breaks, by William H. Starbuck and Frances J. Milliken; Judicial gatekeeping in the management of hazardous technologies, by Sheila Jasanoff; Disaster crisis management: a summary of research findings, by E. L. Quarantelli.
Descriptors: *Crisis management--Research / *Management methods--Research.

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McGowan, Robert P.
The role of management science in policy analysis. Public productivity review, p. 55-64, Winter 1987.
Descriptors: *Operations research / *Decision-making.

10-109
Modic, Stanley J.
Movers and shakers of corporate social responsibility. Business and society review, p. 63-69, Spring 1988.
Descriptors: *Industry--Social aspects.

10-110
Nathans, Leah.
A matter of control. Business month, 132:46-47+, September 1988.
Descriptors: *Management methods--Comparative studies.

10-111
Nicholson, Aideen.
Trends in financial information for accountability: Parliament's place. Optimum (Canada), 19:17-25, no. 1 1988/89.
Descriptors: *Management accountability / *Financial management / Canada.

10-112
Pritchard, Robert D. and others.
Designing a goal-setting system to enhance performance: a practical guide. Organizational dynamics, 17:69-78, Summer 1988.
Descriptors: *Management methods / *Goal setting.

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Information management: criteria for assessing agency performance are limited. Briefing report to the chairman, Committee on Government Operations, House of Representatives. Washington, 1987. 13 p. (B-225924) (GAO/IMTEC-87-43BR)
Descriptors: *Information management--Administration--Evaluation / Federal government.

MOTIVATION

10-114

Charsley, Walter F.
Management, moral and motivation. Management world, 17:27-28, July-August 1988.
Article appeared originally in Office & Information Management International.
Descriptors: *Motivation / *Executives--Responsibilities.

10-115

Wagner, John A., III, Paul A. Rubin and Thomas J. Callahan.
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Descriptors: *Financial incentives--Research / *Motivation research / *Productivity improvement--Research.

OCCUPATIONS AND OCCUPATIONAL CHOICE

10-116

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Descriptors: *Secretaries--Abilities.

10-117

Cerne, Frank.
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Descriptors: *Health personnel--Pay.

10-118

Davis, Ann E.
Staying one step ahead. Secretary, 48:14, August-September 1988.
Descriptors: *Secretaries--Responsibilities.

10-119

Robinson, James C.
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Descriptors: *Hazardous occupations--Research.

OLDER WORKER

10-120

Nye, David.

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Descriptors: *Older worker--Utilization / *Older worker--Characteristics.

10-121

Odiorne, George S.

Managing grampies. Training, 25:37-38, June 1988.

Descriptors: *Older worker--Utilization / *Retirees--Utilization / *Older worker--Statistics.

ORGANIZATIONAL BEHAVIOR

10-122

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Descriptors: *Organizational behavior / *Human relations.

10-123

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Descriptors: *Group behavior / *Team development / *Group training.

10-124

Lawler, Edward E., III.

Choosing an involvement strategy. Academy of Management executive, 2:197-204, August 1988.

Descriptors: *Organizational behavior / *Participative management.

ORGANIZATIONS

10-125

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W. Mathew Juechter is president of Integration Resource Associates, St. Paul, Minnesota.

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10-126

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10-127

Garsombke, Diane J.

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Descriptors: *Organizations--Climate / *Management methods.

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10-128
Lawler, Edward E., III.
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Descriptors: *Organizational structure / *Management methods.

10-129
Macher, Ken.
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Descriptors: *Organizational structure / *Authority / *Control (Psychology).

10-130
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Descriptors: *Organizational analysis.

10-131
Plant, Roger and Mark Ryan.
Managing your corporate culture. Training & development journal, 42:61-65, September 1988.
Descriptors: *Organizations--Climate / *Organizational analysis.

10-132
Schneider, Susan C. and Paul Shrivastava.
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Descriptors: *Organizations--Climate--Research.

ORIENTATION

10-133
Nota, Bruna.
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Descriptors: *Socialization--Case studies / *Orientation- Case studies.

OVERSEAS PERSONNEL

10-134
Ronen, Simcha and Oded Shenkar.
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MNC = Multinational corporations.
Descriptors: *Employee attitudes / *Overseas management / *Overseas personnel.

10-135
Savich, Richard S. and Waymond Rodgers.
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Descriptors: *Overseas executives / *Overseas personnel / *Overseas management.

OVERSEAS PERSONNEL (Cont'd)

10-136
Tung, Rosalie L.
Career issues in international assignments. Academy of Management executive, 2:241-244, August 1988.
Descriptors: *Overseas personnel--Personnel policies.

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10-137
Gilberg, Jay.
Managerial attitudes toward participative management programs: myths and r ality. Public personnel management, 17:109-123, Summer 1988.
Descriptors: *Participative management--Research / *Decision-making--Research.

10-138
Goddard, Robert W.
Gathering a great team. Management world, 17:20-22, July-August 1988.
Descriptors: *Participative management / *Team development.

10-139
Steel, Robert P. and Russell F. Lloyd.
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10-140
Benedict, Michael E. and Edward L. Levine.
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Descriptors: *Performance evaluation--Research.

10-141
Geber, Beverly.
The hidden agenda of performance appraisals. Training, 25:42-44, June 1988.
Descriptors: *Performance evaluation / *Executives--Training.

10-142
Kaufman, Roger.
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Descriptors: *Performance evaluation--Methods / *Work measurement.

10-143
Kerr, Jeffrey L.
Strategic control through performance appraisal and rewards. Human resource planning, 11:215-224, no. 3 1988.
Descriptors: *Performance evaluation--Case studies.

PERFORMANCE EVALUATION (Cont'd)

10-144

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Descriptors: *Performance evaluation--Research.

10-145

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Descriptors: *Performance evaluation--Research.

10-146

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Descriptors: *Performance evaluation--Research.

PERFORMANCE MANAGEMENT

10-147

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Descriptors: *Performance-based pay / *U.S. National Bureau of Standards / *U.S. National Institute of Standards and Technology / Federal government.

10-148

Gerson, Sareen R.
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Descriptors: *Performance-based pay / *U.S. Department of the Navy / Federal government.

10-149

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Contents: McClellan Air Force Base, by David Riley; Defense Logistics Agency, by Vincent M. Russo.
Descriptors: *Productivity improvement--Case studies / *Performance-based pay --Case studies / *Quality control--Case studies / *U.S. Defense Logistics Agency / Federal government.

PERSONNEL ADMINISTRATION

10-150

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Descriptors: *Fringe benefit administration / *Handbooks, Employee.

PERSONNEL ADMINISTRATION (Cont'd)

10-151

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Partial contents: A strategic planning and operational agenda for human resources, by Elmer H. Burack; Human resource cost and benefit analysis: new power for human resource approaches, by Henry L. Dahl, Jr.; Models for human resource decisions, by Richard J. Niehaus; Managing human resources in flat, lean and flexible organizations: trends for the 1990's, by James W. Walker Strategic staffing: a key link in business and human resource planning, by James William Peters; Management development: revised thinking in light of new events of strategic importance, by Michael A. Sheppeck and Clifton A. Rhodes.

Descriptors: *Personnel administration--Planning / *Futures (of society) / *Career staffing / *Management development.

10-152

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Descriptors: *Employers' liability--Cases / *Liability (Law)--Cases / *Personnel directors--Responsibilities.

PERSONNEL POLICIES

10-153

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10-154

O'Donnell, Michael R.

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Descriptors: *Medical and physical examinations--Cases / *Drug abuse--Cases.

10-155

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Descriptors: *Drug abusers--Personnel policies / *Supervisors--Responsibilities.

10-156

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Descriptors: *Dual career couples--Research / *Nepotism--Research.

PERSONNEL POLICIES (Cont'd)

10-157
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Descriptors: *Smoking.

10-158
Wagel, William H.
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Descriptors: *AIDS (Disease) / *Personnel policies--Case studies.

PERSONNEL RESEARCH

10-159
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Descriptors: *Performance--Research / *U.S. Department of the Army / Federal government.

10-160
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Descriptors: *Performance evaluation--Research / *Women--Attitudes toward--Research / *Prejudices and antipathies--Research.

10-161
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Descriptors: *Prediction of occupational success--Research / *Prediction (Psychology).

10-162
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Descriptors: *Performance evaluation--Research.

10-163
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Descriptors: *Performance--Research / *Work measurement--Research.

PERSONNEL RESEARCH (Cont'd)

10-164

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Brigitte W. Schay is a personnel research psychologist, U.S. Office of Personnel Management.

Descriptors: *Performance-based pay--Research / *Employee attitudes--Research / *U.S. Department of the Navy / Federal government.

10-165

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Descriptors: *Performance--Research / *Performance evaluation--Research.

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10-166

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Descriptors: *Political activity--Law and legislation / *Hatch Act--History / *Civil service reform / Federal government.

10-167

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Restrictions on political activity eased for GAO workers. Federal times, 24:11, August 15, 1988.

Descriptors: *Political activity / *U.S. General Accounting Office / Federal government.

10-168 S/C

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Descriptors: *Hatch Act / *Political activity / Federal government.

POSITION CLASSIFICATION

10-169

Kellam, Susan.

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Descriptors: *Position classification--Evaluation / *Geographic differential / Federal government.

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10-170

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Descriptors: *Productivity improvement--Research / *Work measurement--Research.

PRODUCTIVITY (Cont'd)

10-171

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Descriptors: *Productivity improvement--Methods / *Financial incentives / *Participative management.

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10-172

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PROMOTION

10-173

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Descriptors: *Promotion--Research / Federal government.

10-174

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Following the seven Ps: the route to promotion. Management solutions, 33:42-45, September 1988.
Descriptors: *Promotion.

PUBLIC ADMINISTRATION

10-175

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Descriptors: *Public administration--History / *Canada--Civil service.

10-176

Dixon, John.
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Descriptors: *Public administration--Comparative studies / *Australia.

10-177

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Descriptors: *Administrative agencies--Research / State government.

10-178
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10-179
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Descriptors: *Public administration--Theory.

10-180
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Descriptors: *Administrative agencies--History / *Bureaucracy--History / Federal government.

10-181
Pika, Joseph A.
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Descriptors: *Presidents--U.S.--Staff--Research / *Presidents--U.S.--Characteristics / *Leadership style--Research.

10-182
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Descriptors: *Administrative law.

10-183
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Descriptors: *Executive compensation--Research / *Financial incentives--Research / *Performance-based pay--Research.

10-184
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Partial contents: The management role and productivity increases in the Italian public administration: results of first applications, by Giuseppe Pennella; Management techniques in the United Kingdom public sector, by P. M. Jackson.
Descriptors: *Public administration--Comparative studies / *Great Britain--Civil service / *Italy.

PUBLIC ADMINISTRATION (Cont'd)

10-185

Wolf, Frederick D.

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Descriptors: *Financial management--Evaluation / Federal government.

RETIREMENT

10-186

Dieschbourg, Michael.

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Descriptors: *Retirement planning.

10-187

Katinsky, Barbara and Helen Frye.

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Descriptors: *Pension financing / State government.

10-188

Kellam, Susan.

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Descriptors: *U.S. Federal Retirement Thrift Investment Board / *Deferred compensation--Administration / Federal government.

10-189

Paster, Jeffrey.

The effect of ERISA's proposed 404(c) regulations. Pension world, 24:42-43, August 1988.

Descriptors: *Pension financing.

10-190

Smith, Lee.

Trim that social security surplus. Fortune, 118:84-89, August 29, 1988.

Descriptors: *Social security--Administration--Evaluation / *Futures (of society).

SAFETY

10-191

Monk, Dwight.

Conducting a safety audit in your workplace. Management solutions, 33:16-19, September 1988.

Descriptors: *Safety / *Accidents--Prevention.

TESTS

10-192

Cantor, Jeffrey A.

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Descriptors: *Tests, Performance / *Tests--Construction.

10-193

Hogan, Robert and Robert A. Nicholson.

The meaning of personality test scores. American psychologist, 43:621-626, August 1988.

Descriptors: *Tests, Personality--Research.

10-194

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Descriptors: *Test validity / *Tests, Performance / *U.S. Navy.

THOUGHT AND THINKING

10-195

Thiagarajan, Sivasailam.

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Descriptors: *Brainstorming / *Creative thinking.

TRAINING

10-196

Feuer, Dale.

The key to cloning your own business. Training, 25:25-26+, June 1988.

Descriptors: *Training--Case studies.

10-197

Fierstein, Jeff.

Let's get rid of the training department. Training, 25:63-66, June 1988.

Descriptors: *Training departments / *Training administration.

10-198

Geber, Beverly.

The care and feeding of trainers. Training, 25 41-46, August 1988.

Descriptors: *Training officers--Training.

10-199

Leaving nothing to chance. Training, 25:55-57, August 1988.

Descriptors: *Training administration / *Conference centers / *Meetings--Planning.

10-200

Petro, Thomas and Donald P. Durocher.

PR that works. Training, 25:48-50+, June 1988.

Descriptors: *Training departments / *Public relations.

TRAINING (Cont'd)

10-201

Schneier, Craig Eric, James P. Guthrie and Judy D. Olian.
A practical approach to conducting and using the training needs assessment. Public personnel management, 17:191-205, Summer 1988.
Descriptors: *Training needs analysis--Research.

10-202

Stroul, Neil A.
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Descriptors: *Employee development.

10-203

Tuck, Joyce W.
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Descriptors: *Learning laboratories / *Instructional materials centers.

WOMEN--EMPLOYMENT

10-204

Nodell, Bobbi.
Women in government. Government executive, 20:10-11+, August 1988.
Descriptors: *Women--Employment--Evaluation / *Women--Employment--Statistics / *Senior executive service--Statistics / *Women--Discrimination / Federal government.

10-205

Shapiro, Joseph P. and others.
When companies play nanny. U.S. news & world report, 105:43-45, September 19, 1988.
Descriptors: *Mothers--Employment / *Day care centers--Case studies / *Children of working parents.

10-206

Smith, Betty.
FEW program rallies women ready to climb the ladder. Federal times, 24:10, August 15, 1988.
FEW = Federally Employed Women.
Descriptors: *Women executives / *U.S. Federal Women's Program / Federal government.

WORK LIFE

10-207

Brockner, Joel, Steven L. Grover and Mauritz D. Blonder.
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Descriptors: *Work values--Research / *Stress, Psychological--Research.

WORK LIFE (Cont'd)

10-208

Hall, Douglas T. and Judith Richter.

Balancing work life and home life: what can organizations do to help? Academy of Management executive, 2:213-223, August 1988.

Descriptors: *Quality of working life / *Organizational behavior / *Working climate.

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Descriptors: *Quality of working life / *Job satisfaction--Case studies / *Working climate.

10-210

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The quality of work life in the Federal bureaucracy: conceptualization and measurement. American review of public administration, 18:165-173, June 1988.

Descriptors: *Quality of working life / *Employee attitudes / Federal government.

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